

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 445-7046



January 3, 1985

ALL-COUNTY LETTER NO. 85-01

TO: All COUNTY WELFARE DIRECTORS
All COUNTY FISCAL OFFICERS
All COUNTY AUDITORS
All COUNTY ADMINISTRATIVE SERVICES OFFICERS
All DISTRICT ATTORNEYS
All TITLE IV-D AGENCIES

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the October-December 1984 quarter. Included are instructions related to Child/Spousal Disregard Payment, Social Services Time Study Summary, Welfare Fraud Early Detection/Prevention Program, Adoptions, Public Assistance Food Stamps, and California Emergency Repatriation Plan (CERP).

The following forms are to be used for the October-December 1984 quarter claim. Forms denoted as revisions will be forwarded to the counties separately.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	7/82	DFA 327.7A	10/83
DFA 325.1A	7/81	DFA 327.8	7/84
DFA 325.2	7/83	DFA 327.8A	7/83
DFA 325.3	6/84	DFA 327.8B	7/83
DFA 325.4	7/84	DFA 327.8C	7/83
DFA 325.4A	7/83	DFA 327.8D	7/83
DFA 325.4B	7/84	DFA 403	7/82
DFA 327.1	7/84	DFA 50	11/82
DFA 327.2	10/83	DFA 419	1/83
DFA 327.3	1/83	DFA 43	1/83
DFA 327.4	7/84	DFA 46	11/84*
DFA 327.5	7/83	DFA 47	1/85*
DFA 327.6	7/84	DFA 323	7/83
DFA 327.7	7/83	DFA 856	4/82

Combined All-County Information Notice (ACIN) I-111-84 and Family Support Division Letter (FSD) 84-20, dated December 18, 1984, contained advance information on the issuance of child/spousal support disregards. Administrative costs are to be claimed as follows:

*Indicates revisions to this quarter.

1. The administrative costs associated with determining which assistance units are entitled to a disregard payment are considered a normal distribution activity under the IV-D Program and claimed under existing IV-D administrative reimbursement procedures.
2. The administrative costs for the following activities associated with payment of the disregard are chargeable to the IV-A Agency:
 - a. Preparation and authorization of payment.
 - b. Preparation of any required notices.
 - c. Responding to client inquiries. (This includes activities associated with gathering data to respond to recipient inquiries about the disregard, such as: Was a disregard payment issued? Was a support collection made? How much was the collection? etc.)
3. Time study staff in the County Welfare Departments (CWD) who are performing any of the above activities must charge their costs as follows:
 - a. Time must be recorded in fifteen-minute increments on the DFA 43 in the time study month on a blank line and designated as "Disregard Payments".
 - b. Allocable support costs will be drawn down to this line and applied against the AFDC Program allocation on the DFA 327.7.
 - c. The following staff may time study to "Disregard Payments":
 - 1) Eligibility caseworkers (including clerical staff engaged full time in eligibility functions) performing activities as listed above and their first line supervisors.
 - 2) Eligibility Workers, Social Workers or clerical staff engaged full time in performing child support activities and the disregard activities.
4. Clerical support staff performing any of the above activities will be reported in Group II, Allocable Support Costs.
5. IV-D staff in the District Attorney's Office who are performing the above activities under an agreement with the CWD must charge their costs as follows:
 - a. Time must be recorded in fifteen-minute increments on the CA 355 (quarterly time study form) by dividing line 8, Non-Child Support, into two categories; Disregard Payments and Other.

Costs must be allocated through the CA 356, pages 1 through 8, by again dividing the non-child support line into the same two categories. This procedure is an interim reporting method pending future revision of the CA 355 and CA 356 series.

- b. Costs billed to CWD must be claimed on the County Administrative Expense Claim on the DFA 325.2, Group III, b, as a direct purchase of service, identified as "Disregard Payments" and charged to the AFDC Program.
- 6. Specific claiming instructions will be issued for any contracts with private agencies or interagency agreements with a public agency other than the District Attorney's Office.

7. EDP Processing Cost

Developmental, modification and maintenance costs associated with determining which Assistance Units (AUs) are entitled to a disregard payment are chargeable to the IV-D Program.

Developmental or modification costs associated with issuing disregard warrants and/or notices can be direct charged to IV-A, subject to existing claiming requirements and the EDP approval process set forth below.

Ongoing maintenance and operations costs will be charged according to existing CWD administrative claiming instructions.

8. EDP Approval Process

Counties shall notify the State Department of Social Services (SDSS) of all enhancements or modifications resulting from state or federal mandates or instructions which do not exceed \$25,000 in cost at the time of their implementation and shall include on the notification a brief description of:

- a. Nature of Change
- b. Reasons of Change
- c. Cost of Change
- d. Impact on Maintenance and Operations Costs

Counties must get prior approval for costs exceeding \$25,000. (SDSS Manual of Policies and Procedures, Division 28, Chapter 28-105(d)(4).) Send these requests to:

SYSTEMS ANALYSIS AND APPROVALS BUREAU
 County Approvals Section
 744 P Street, M.S. 19-12
 Sacramento, CA 95814
 Attention: Richard Ebel

Each county must retain proper accounting records to substantiate the issuance of the disbursements to recipients. Such records must be complete and available in the event of a possible audit.

Adoptions Allocation Utilization

As a result of a number of recent inquiries, instructions for utilization of the Adoption's allocation are restated below:

Allowable costs include the salaries and benefits of the Adoption's casework staff and the allocable support costs of the welfare department. Both case work and support costs are distributed to the Adoptions Program based on the quarterly time study. In addition, medical expenses for examinations to identify the child's health and special needs for adoptive placement may be claimed. These expenses include professional fees for medical, dental, psychological, or psychiatric examinations, but do not include costs incurred for shots, prescriptions, and other treatment procedures.

The purchase of training services is allowable within existing staff development guidelines and would be funded under the Adoptions allocation.

Legal services are considered administrative support activities and may not be direct charged. County welfare departments are required to claim costs in accordance with a federally approved Cost Allocation Plan, and this plan requires that legal services be claimed as an allocable support cost.

Social Services Time Study Summary - DFA 47

The Social Services Time Study Summary (DFA 47) has been revised to accommodate the changes on the Social Services Time Study (DFA 46). These changes are as follows:

- o Emergency Assistance has been separated into four components. (Lines B-E)
- o Protective Services for Adults and Out-of-Home Care for Adults have been separated. (Lines M and N)
- o The Refugee Resettlement Program has incorporated the Cuban/Haitian Entrant Program. (Lines W and X)

The revised summary breaks the hours from the time studies into two categories, social worker or supervisor, for all programs.

The letters on the far right side of the time study summary indicate the corresponding line on the DFA 327.1 to which the ratios should be transferred. However, this is accurate only through line M. Note that lines N and O on the DFA 327.1 reflect the Cuban/Haitian Entrant Program. Please disregard those lines throughout the claim. All costs for the Refugee Resettlement and Cuban/Haitian Entrant Program should be reflected on the Refugee Resettlement Program lines. (Lines L and M of the DFA 327.1.) Revised forms reflecting these changes will be available for the March 1985 quarter.

Welfare Fraud Early Detection/Prevention Program

All-County Letter (ACL) 84-100 instructed counties on the procedures to use when claiming time and costs associated with eligibility workers involved in the Welfare Fraud Early Detection/Prevention Program (ED/PP). Claiming instructions, however, were not included for the staff development portion for ED/PP AFDC/FG-U and Nonassistance Food Stamps (NAFS).

The staff development costs for ED/PP AFDC/FG-U and NAFS are to be carried forward to the DFA 327.7, Eligibility and Nonservices, and included in either AFDC/FG-U, Line U, Column 2 or NAFS, Line V, Column 2, as applicable. The casework and allocable support costs are to continue to be reported in accordance with the instructions contained in ACL 84-100.

Public Assistance Food Stamps

All-County Letter 84-05 notified the counties that an interim rate of 18 percent of the Federal AFDC casework, support and EDP costs was to be used to determine the costs attributable to the Food Stamp Program. A special study conducted in April 1984 to determine the actual time spent on Public Assistance Food Stamps resulted in a final approved rate of 21.86 percent. This rate should be utilized on the DFA 327.7A in Part I, Column 3 in place of 18 percent. This rate will remain in effect until the results of the next study receives Federal approval. The DFA 327.7A will be revised for the March 1985 quarter to reflect this change.

California Emergency Repatriation Plan (CERP)

All-County Letter 84-103 dated October 5, 1984 notified the counties of the implementation of CERP. Counties designated as Ports of Entry (POEs) are required to develop individual plans outlining the activities required in the CERP. Counties not having POEs are responsible for follow-up services necessary for the resettlement and medical care of the individual county's repatriates. The CERP does not supersede or replace the Repatriated American Program.

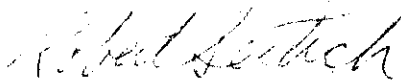
Time spent on the preparation of the Plan is to be claimed as normal administrative activities of the CWD. If casework staff participates in the preparation of the Plan, the time should be charged to the Non-allocable category on the appropriate time study (DFA 43-DFA 46). These costs will not be identified or funded separately, but will be included in the county's overhead costs.

Training costs, which meet minimum staff development guidelines, will be eligible for 50 percent Federal financial participation with the remaining 50 percent to be shared by the state and county. Please refer to All-County Letter 83-02 dated January 6, 1983 for the detailed time study and claiming instructions.

Claiming Form Changes

DFA 47 - Social Services Time Study Summary and Program Allocation Ratios Programs realigned to correspond with the DFA 46 time study instructions issued in All-County Letter No. 84-108.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS 485-7046.



ROBERT T. SERTICH
Deputy Director
Administration

cc: CWDA